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MEMORANDUM FOR: Executive Director-Comptroller

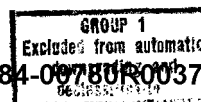
SUBJECT : Language Development Program--  
A Report on a Project by the Office  
of Training to Verify Language  
Proficiency Claims

REFERENCE : Memo to Deputy Directors from  
Ex. Dir. -Compt. dtd 7 Mar '69,  
same subject

1. Pursuant to your request contained in referent memorandum for each Directorate to provide your office with a status report on untested language proficiency claims, I take this opportunity to outline the main features of an extensive administrative and testing effort currently being made by the Language Development Committee to verify language proficiency claims. Based on information obtained from this effort, it is my understanding that the Support Services and the Science and Technology Directorates have reported to you and that the Clandestine Service and the Directorate of Intelligence will submit their respective reports by 15 October 1969.

2. On 29 August a specially developed Language Proficiency Inventory Card, copy attached, was sent through component Training Officers to  individuals whose names were listed in the Language Qualifications Register (LQR) as having proficiency in a foreign language. The LQR was current through 31 July 1969. Each recipient was asked to record on this pre-printed card his preference regarding validation of untested language claims by tests or, optionally,

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disclaiming previously claimed proficiencies. The card also provided space to effect deletion of proficiencies recorded in the LQR by error. All cards were to be signed and returned to the OTR Project Coordinator through the component Training Officer. By arrangement with the Office of Personnel, Training Officers are to forward the Language Proficiency Inventory Cards on employees serving overseas to the Central Processing Branch. This procedure will ensure that returning personnel will receive a card and appropriate instructions during in-processing. Presently, there are approximately [ ] employees professing language proficiency--according to the LQR--now assigned to overseas stations. All completed cards are sent to the Qualifications Analysis Branch, Office of Personnel, for processing into the Language Qualifications Record.

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3. Through 17 September, [ ] completed cards were returned to the Project Coordinator. Exclusive of the [ ] cards ear-marked for personnel presently overseas, this number represents about 59 percent of the [ ] cards distributed to Headquarters [ ] personnel or approximately 41 percent of the original [ ] cards distributed on 29 August. Individuals electing an examination to validate claims of ELEMENTARY, or better, were asked to arrange testing appointments with the Language School by 15 September 1969. To date, [ ] employees have made arrangements to be tested. Additionally, a significant number of individuals claiming a proficiency of SLIGHT have been tested, or scheduled for testing, although first priority was assigned to personnel with claimed proficiencies at the ELEMENTARY, INTERMEDIATE, HIGH, and NATIVE levels. Beginning in January 1970, a concentrated effort will be made to evaluate the remainder of untested claims in the SLIGHT category.

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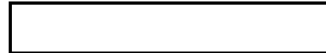
4. Considerable progress has also been made in the two other important areas of the Language Development Program mentioned in your memorandum--identification of position language requirements and language training requirements. All Directorates have now identified staff positions which require language competence. This information will be sent to the Office of Personnel for incorporation into the Position Control Register. Additionally, the Office of Training has received language training requirements from the Plans and Support Directorates indicating that the majority of requirements

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are now a matter of record. This information will be extremely helpful in making the most efficient and economical use of our facilities and instructor personnel.

5. A comprehensive report summarizing position and training requirements and the status of proficiency testing will be submitted to you by 15 January 1970, as requested in your memorandum.



Chairman,  
Language Development Committee

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Att

DD/S Distribution:

Orig & 1 - Adse

1 - ER

1 - DD/S Subject ✓

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LANGUAGE PROFICIENCY INVENTORY CARD

MPL#: \_\_\_\_\_ ORG: \_\_\_\_\_ SD: \_\_\_\_\_ DOB: \_\_\_\_\_ HQ: \_\_\_\_\_

-----Reading-----      -----Speaking-----

Computer Code	Language	Will			Will			Delete
		Code	Test	Disclaim	Code	Test	Disclaim	
		( )	( )	( )	( )	( )	( )	( )
		( )	( )	( )	( )	( )	( )	( )

As of 31 July 1969

Sign here: \_\_\_\_\_

Date here: \_\_\_\_\_

S E C R E T

S-E-C-R-E-T

22 August 1969

INSTRUCTIONS FOR VALIDATING  
LANGUAGE PROFICIENCY CLAIMS

1. In order to update the records of the Agency's language assets, the attached card is being circulated to all individuals who have claimed proficiency in a foreign language and have not been tested to substantiate their claim. A memorandum from the Executive Director, dated 7 March 1969, requires that all untested language claims be tested or scheduled for testing by 15 September 1969.

2. Our records indicate that you have claimed reading and/or speaking competence in the language(s) shown on the card. The number in the CODE column indicates the level of proficiency you have claimed: 1 - Slight, 2 - Elementary, 3 - Intermediate, 4 - High, 5 - Native.

3. Please validate this information by placing a checkmark (✓) in the appropriate column indicating which of three (3) options you wish to pursue:

OPTION 1: Will Test - A check in this column indicates your desire to validate your language proficiency claim. If this column is checked, your component Training Officer will schedule a test for you with the OTR Language School, and the resultant proficiency rating will be entered in the Language Qualifications Register.

OPTION 2: Disclaim - A check in this column indicates that you do not wish to have your language claim validated. If this column is checked, you will not be tested and your name will not appear in the Language Qualifications Register. While record of your claim will be retained in the computer, it will not be reported unless specifically requested.

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OPTION 3: Delete - This option is provided as a means by which personnel may remove erroneous entries from the record entirely. If the 'Delete' column is marked, the language claim will be purged from the computer record and considered to have never existed.

4. Some cards contain the notation Not Applicable for skills in a given language. This indicates that our information regarding certain of your language skills is up-to-date (e.g. a valid test score is on record, a "disclaim" has already been recorded, etc.), and no entry is required by you. Note: The purpose of this card is only to clear the record of untested claims. Language proficiencies which you have previously validated or disclaimed do not appear on the card.

25X1 5. With increasing emphasis on language qualifications, the importance of validating your language proficiency claims cannot be overemphasized.  Language Development Program, indicates that future personnel assignments may be based in part on language proficiency and that such assignments will be made on the basis of tested language claims only. The regulation states:

- (A) Any employee occupying a Specific Language Position must have a tested proficiency in the required language at the required level, and
- (B) Any new assignee to a General Language Position must have a tested proficiency in a language and at a level which fills one of the unit's general language needs if any of those needs is unfilled.

6. Any questions concerning this card should be directed to your Training Officer. Return the completed card, signed and dated, to your Training Officer as soon as possible, and no later than 12 September 1969.

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